



STATE OF TENNESSEE
Department of Education
Local Finance and Auxiliary Services

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E. Vernon Coffey, Ed. D.
Commissioner

July 19, 2001

MEMORANDUM

To: **Superintendents/Directors of Schools**
 Instructional Supervisors
 Principals
 Finance Directors

From: **Melissa Hinton**
 Director of Local Finance
 (615) 532-9510

Re: Internal School Accounting Policy Statement (ISAP) 02-01

The use of Student Activity Funds may be expended for any purpose that the policies of the Board of Education specifically state they may be used for with the following exceptions:

- Professional Development
- Dues and Memberships (including but not limited to SACs accreditation and related expenses)
- Fee Waivers
- Meetings, banquets, entertainment, refreshments, meals, etc. for staff members or for non-student functions.

This does not preclude the use of restricted funds in any way, nor does it place limitations on funds not generated by students. Restricted donations may be received from any source. Examples of such sources would be: parents, parent-teacher organizations, booster clubs or other support groups, businesses, specified Board of Education allocations, grants, etc. Outside groups may donate money for any purpose that is mutually agreeable to the donor and donee.

Student Activity Funds may be used to benefit a segment of the student population if Board of Education policy allows such or if the expenditure receives specific Board approval. (For example, the Board may determine to send Beta Club officers to a national convention using student activity funds.)